

2001 TEAM NUTRITION TRAINING GRANTS

REQUEST FOR APPLICATIONS

**Applications Must Be
Received By
April 13, 2001**

Submit Applications to:

**Diane Kriviski, Grants Management Specialist
Food and Nutrition Service, USDA
Grants Management Division
Team Nutrition Training Grants
3101 Park Center Drive, Room 738
Alexandria, VA 22302**

Intent to Submit An Application Form Due February 16, 2001

TABLE OF CONTENTS

Critical Dates for Team Nutrition Training Grants	3
Purpose	4
Background	5
Who May Apply	6
Funding and Duration.....	7
Use of Funding and Conditions	7
Allowable Use of Funds	7
Support Provided by USDA	9
Application Review and Grant Award Process.....	10
Technical Evaluation Criteria.....	10
Determination of Award Amounts.....	10
Award Notification and Issuance of Funds.....	10
Record Keeping and Reporting Requirements.....	11
Letter of Intent	12
How to Apply for Team Nutrition Training Grants for Healthy School Meals	12
Attachments	
Attachment 1 - Terms and Conditions of Award	
Attachment 2 - Technical Evaluation Criteria	
Attachment 3 - Intent to Submit a Team Nutrition Training Grant Application	
Attachment 4 - Cover Sheet	
Attachment 5 - State Profile	
Attachment 6 - Technical Proposal Summary	
Attachment 7 - Application for Federal Assistance	
Attachment 8 - Appendices (Listed Below)	
-Team Nutrition Policy Statement	-Team Nutrition on Line!
-Food and Nutrition Service Regional	-Team Nutrition Resources
Team Nutrition Contacts	-Team Nutrition Connections
-A Healthy School Meals Program Guide	- <i>Nutrition and Your Health: Dietary</i>
-Training Guidelines for Healthy School Meals	<i>Guidelines for Americans, 5th Edition</i>

Critical Dates for 2001 Team Nutrition (TN) Training Grants Are As Follows:

January 16, 2001	TN Training Grants for Healthy School Meals Request for Applications issued to State agencies.
February 16	Intent to Submit an Application Form Due to FNS.
April 13	Applications due to FNS.
July	TN Training Grant Awards announced.
September	TN Training Grants in place and funds available.

2001 Team Nutrition (TN) Training Grants

Purpose

For Fiscal Year 2001, Public Law 106-387 authorizes \$4 million in funding for TN Training Grants to State agencies. Through a competitive grants process funds will be made available for States to assist in the delivery of new and innovative training programs based on one or more of TN's three behavior-oriented strategies:

1. providing training and technical assistance for Child Nutrition (CN) foodservice professionals to help them serve meals that look good, taste good and meet nutrition standards;
2. providing multifaceted, integrated nutrition education for children and their parents. This education will build skills and motivation for children to make healthy food and physical activity choices as part of a healthy lifestyle; and
3. providing support for healthy eating and physical activity by involving school and child care administrators and other school and community partners.

States are encouraged to implement these behavior-oriented strategies through one or more of the six communication channels. These include: 1) food service initiatives; 2) classroom activities; 3) school-wide events; 4) home activities; 5) community programs and events; and 6) media events and coverage. These channels offer a comprehensive network for delivering consistent nutrition messages to children and their caretakers which will educate them about the importance of healthy eating and reinforce the messages through a variety of sources.

Special consideration will be given to States which focus all or part of their grant proposal on the Healthy School Nutrition Environment (HSNE) Initiative. The HSNE Initiative is an effort launched by USDA to foster healthy school nutrition environments that support healthy eating and physical activity. To assist CN Program Administrators in implementing the HSNE Initiative, USDA developed *Changing the Scene: Improving the School Nutrition Environment*. This action kit can be used at the State and local levels to educate decision makers about the role school environments play in helping students meet the *Dietary Guidelines for Americans*. It can also be used to help motivate decision makers to take action that will contribute to sound nutrition and physical activity patterns for today's students. Those States which include the HSNE Initiative as part of their proposal will receive 5 bonus points toward their final score and those States which proposal focuses on the HSNE Initiative exclusively will receive 10 bonus points toward their final score.

Background

The goal of TN is to improve children's lifelong eating and physical activity habits by using the principles of the *Dietary Guidelines for Americans* and the Food Guide Pyramid. The Dietary Guidelines are a

set of recommendations based on the best available scientific and medical knowledge about food choices that promote health and help prevent chronic diseases. The Guidelines were designed to help Americans choose diets that will meet nutrient requirements, promote health, support active lives and reduce chronic disease risks.

TN develops messages and materials based on the *Dietary Guidelines for Americans* and the Food Guide Pyramid that can be used consistently throughout the country. It promotes training and technical assistance and nutrition education at the State and local levels through infrastructures already developed. TN is implemented through three behavior-oriented strategies:

1. providing training and technical assistance for Child Nutrition food service professionals to help them serve meals that look good, taste good and meet nutrition standards;
2. providing multifaceted, integrated nutrition education for children and their parents. This education will build skills and motivation for children to make healthy food and physical activity choices as part of a healthy lifestyle; and
3. providing support for healthy eating and physical activity by involving school and child care administrators and other school and community partners.

TN's three behavior-oriented strategies are conveyed through six communication channels. These include: 1) food service initiatives; 2) classroom activities; 3) school-wide events; 4) home activities; 5) community programs and events; and 6) media events and coverage.

These channels offer a comprehensive network for delivering consistent nutrition messages to children and their caretakers which will educate them about the importance of healthy eating and reinforce the messages through a variety of sources.

Training and Technical Assistance focuses on four behavior outcomes for school and child care food service professionals:

- Planning and preparing healthy meals that appeal to ethnic and cultural taste preferences in all Child Nutrition Programs;
- Linking meals programs to other educational activities, such as learning in the classroom and developmental progress in child care;
- Providing nutrition expertise and awareness to the school or child care community; and
- Using sound business practices to assure the continued availability of healthy meals and the financial viability and accountability of school meal programs.

Team Nutrition's nutrition education focuses on four behavior outcomes for children:

- Eat a variety of foods;
- Eat more fruits, vegetables and grains;
- Eat lower fat foods more often; and;
- Be physically active.

School, child care and community support for healthy eating and physical activity focuses on three behavior outcomes:

- Adopting and implementing school, child care and community policies that promote healthy eating and physical activity;
- Providing resources that are adequate to achieve success; and
- Fostering school, child care and community environments that support healthy eating and physical activity.

USDA's most recent effort to help reach TN's goal of improving children's lifelong eating and physical activity habits is the Healthy School Nutrition Environment (HSNE) Initiative.

A healthy school nutrition environment gives students consistent, reliable health information—and ample opportunity to use it. For example, in a healthy environment: the classroom, the school dining room, and other school activities provide clear and consistent messages that explain and reinforce healthy eating and physical activity habits. Students learn to make healthy lifestyle choices not only in the classroom and the school dining room, but also at class parties, sports events--wherever they are throughout the school day. Students have many opportunities to practice healthy habits. They can choose from an array of healthy food options, eat in relaxed and comfortable surroundings, and enjoy daily physical activity.

By implementing one or more of TN's three behavior-oriented strategies through the 2001 TN Grants, States can create healthy nutrition environments that teach children to enjoy eating healthy. Healthy eating helps children grow, develop and do well in school and childcare and also prevents childhood and adolescent health problems such as obesity, eating disorders, dental caries, and iron deficiency anemia. Further, it lowers the risk of future chronic disease such as heart disease, stroke, diabetes, and cancer and reduces potential health care costs.

Who May Apply

State agencies that administer the National School Lunch Program (NSLP) and/or Child and Adult Care Food Program (CACFP) may apply for a TN Training Grant. However, only **one** application per State may be submitted. States may:

- apply individually; or
- apply as a coalition within their State if there is an alternate State agency; or
- establish a network and apply as a coalition of 3 or more different States.

Funding and Duration

Up to \$4 million is available in Fiscal Year 2001 for TN Training Grants. Through a competitive grants process, TN Training Grants will be funded for the period September 1, 2001 - September 30, 2003. Funding will range from:

- a minimum of \$50,000 up to \$200,000 for an individual State;
- a minimum of \$50,000 up to \$200,000 for a coalition within a State; or
- up to \$500,000 for a coalition of at least 3 different States.

The submission of an application does NOT guarantee funding.

Bonus Points

- 3 bonus points toward the final score will be awarded to those States which have never received a TN grant;
- 5 bonus points toward the final score will be awarded to those States which proposals partially implement the HSNE Initiative;
- 10 bonus points toward the final score will be awarded to those States which proposals focus exclusively on the HSNE Initiative.

Funding for approved TN Training Grants will be provided through the Grant Award/Letter of Credit process, in the same manner as other funds, upon receipt of a properly executed Federal-State TN Training Grant Agreement and subject to availability of funding. All TN Training Grant funds must be obligated and all activities under the TN Training Grant must be completed by September 30, 2003.

Use of Funding and Conditions

See Attachment 1 for Terms and Conditions of Award for the TN Training Grants. All costs are subject to allowability consideration in accordance with OMB Circular A-87. The list below is not intended to be prescriptive of the type of training that must be provided, nor is it an exhaustive list of all the possibilities.

Allowable Use of Funds

- * **Implementation of one or more of TN's three behavior-oriented strategies**
 - deliver/promote State conducted training
 - provide train-the-trainer workshops
 - establish an instructors' network for State-wide training
 - needs assessment (shall not exceed 10% of the TN Training Grant)
- * **Education and Training including expenses for:**
 - tuition
 - cost of trainers
 - travel reimbursement (reimbursement may only be paid for travel expenses in accordance with the Federal Travel Regulations 41 CFR 301 and shall not exceed the lesser of State or Federal maximum per diem rates).
- * **Personnel Costs**
 - percentage of salary and benefits for project director and key staff equal to their time spent on the grant
 - contracted employees salaries equal to their time spent on the grant
- * **Resource Systems**
 - establish a communication system
 - establish resource centers
 - tie into existing electronic resource systems such as USDA's Healthy School Meals Resource System or the Child Care Nutrition Resource System at the Food and Nutrition Information Center (FNIC)

- * **Materials/Resource Development**
 - a **portion** of grant funds may be used for justified development of needed materials when no existing materials are available, the materials have potential as a national resource, or materials require foreign language translations
 - purchase nutrition education materials
 - printing, duplication and dissemination of existing materials
 - coordination with existing resource centers and libraries, such as FNIC

- * **Partner/Collaborative Efforts**
 - State or school costs associated with the establishment of partnerships or other collaborative efforts to support training for one or more of TN's behavior-oriented strategies (funds could be used for such items as duplication of partners' training materials, State or local personnel travel expenses for collaborative efforts, or partners' travel expenses for conducting State/local training).

- * **Technology to Deliver Training**
 - procurement of hardware/software for the purpose of conducting training on one or more of TN's behavior-oriented strategies (shall not exceed 10% of the TN Training Grant for hardware and 10% of the TN Training Grant for software).

Support Provided by USDA

- 1) *Changing the Scene: Improving the School Nutrition Environment* - USDA developed this kit of materials to help Child Nutrition Program Administrators take action to improve the school nutrition environment. A Guide to Local Action is the centerpiece of the HSNE Initiative. The Guide:

- Gives general guidelines for establishing a team and planning for change;
- Explains each of the six components of a healthy school nutrition environment;
- Provides criteria for determining success;
- Offers ideas for getting activities started;
- Presents guidelines for identifying, contacting, and working with all the groups that should be on the HSNE team;
- Provides tips for attracting media attention and working effectively with the media;
- Cites references and resources.

The kit also includes:

Support Materials

- Improvement checklist to help you determine how your school nutrition environment measures up
- Handouts - fact sheets and other educational tools
- Samples of the kinds of materials you may want to develop

States applying for a 2001 TN Training Grant may order one copy of this kit by contacting Lorie Conneen at (703) 305-2630.

2) Training Guidelines

National Training Guidelines for Healthy School meals have been developed for local level school foodservice professionals: the director, single-unit managers, and production staff. These guidelines are voluntary and are designed to assist State and local foodservice professionals in organizing and developing training programs for their staff to meet the Dietary Guidelines. See attached copy of Training Guidelines for Healthy School Meals.

3) Team Nutrition Training Materials for Healthy School Meals

These materials have been designed to support Nutrient Standard and Assisted Nutrient Standard Menu Planning Systems and the Food Based Menu Planning Systems. Several recommended topic and content areas of the "Guidelines for Training School Food Service Professionals to Achieve Healthy School Meals," which serve as a guide for organizing and implementing Team Nutrition "change-driven" training, have been included in the training package. States and school districts have been provided with a trainer's guide, colored slides and reproducible transparencies. The entire trainer's guide is also available on computer disk and CD-Rom.

4) Healthy Meals Electronic Resource System

The National Agricultural Library's FNIC has developed two information systems, accessible by print, computer disk, and on-line, to provide foodservice professionals with access to up-to-date information and training materials on preparing healthy meals. The electronic system includes all State-developed materials (including NET Program materials) from across the Nation that are related to training on meeting the Dietary Guidelines. The resource programs are available on the Internet and will therefore be available to all schools and child care centers across the Nation. This resource system includes a discussion group entitled "MEAL TALK" so foodservice professionals across the country will have a forum for discussion of issues and a way to share ideas via the Internet. This resource system also includes a discussion group entitled "SuccessTalk". SuccessTalk is an e-mail discussion group intended as a communication tool to link school health professionals, child nutrition educators, principals, teachers, parents and community members who are interested in creating a healthy school nutrition environment. Members can share success stories, resources, information and innovative program ideas that encourage healthy eating and physical activity habits.

The website used to enroll in these discussion groups is <http://www.nal.usda.gov/fnic/schoolmeals/Discussion/index.html>. See attached appendix Team Nutrition - Everything You Need to Know!

5) For a list of additional resources see the attached Team Nutrition Resources - A Guide to What's Available and How to Get It.

Application Review and Grant Award Process

Technical Evaluation Criteria

All applications that meet the published deadline for submission will be screened for completeness and conformity to the requirements of this announcement. Applications meeting the screening requirements will be reviewed competitively and scored against the criteria outlined in Attachment 2. A panel composed of Food and Nutrition Service (FNS) staff will convene to determine the technical merit of each grant application and provide a numerical score.

Determination of Award Amounts

If a State's application has been selected and approved for funding, is well-justified and well thought out, and the budget submission is realistic and well supported, the application will be funded at the level requested. However, USDA reserves the right to fund applications out of ranked order, at a lesser amount if it is judged that the application can be implemented with less, or if Federal funding is not sufficient to fully fund all applications that merit awards, or not to fund an application based on the merit of the application.

Award Notification and Issuance of Funds

Notification of awards will be made in writing to State agencies by July 2001. Issuance of funds will be made by September 2001.

Record Keeping and Reporting Requirements

Quarterly progress and financial status reports must be submitted to FNS in accordance with this solicitation, the Federal-State TN Training Grant Agreement, and applicable regulations. Quarterly progress reports must provide a brief description of the project activities conducted during the reporting period, major accomplishments with completion dates and budget, deviations from the proposed plan, difficulties encountered and solutions developed, and major planned activities for the next quarter.

A final progress report should be a project summary including, but not limited to, lessons learned, future implications within the State, and transferability to other States.

Deliverables and Due Dates:

1)	First Quarterly Progress Report	January 31, 2002
2)	Second Quarterly Progress Report	April 30, 2002
3)	Third Quarterly Progress Report	July 31, 2002
4)	Fourth Quarterly Progress Report	October 31, 2002
5)	Fifth Quarterly Progress Report	January 31, 2003
6)	Sixth Quarterly Progress Report	April 30, 2003
7)	Seventh Quarterly Progress Report	July 31, 2003
8)	Eighth Quarterly Progress Report	October 31, 2003
9)	Final Progress Report	December 31, 2003

A financial management system shall provide accurate, current, and complete disclosure of the financial status of the project. States will be required to separately track and report TN Training Grant funds. A Quarterly Financial Status Report, SF-269A, must be submitted 30 days after the close of each Federal fiscal year quarter in accordance with 7 CFR 3016.41(b), until the TN Training Grant is closed out. Final financial reports will be due 90 days after termination of the grant award.

Letter of Intent

Any State planning to submit an application for a TN Training Grant should **complete and submit the Intent to Submit an Application form (Attachment 3) by February 16, 2001**. This Intent does not obligate the State in any way, but will provide useful information to FNS in preparing for application review and selection.

How to Apply for a Team Nutrition Training Grant

Listed below are instructions for completing a TN Training Grant application.

1. States should submit an Intent to Submit an Application form by **February 16, 2001** (Attachment 3). E-mails are acceptable and are strongly encouraged.
2. Below is a listing of the forms that must be completed and submitted as part of the application. Please submit forms in the order listed with any needed attachments (i.e., resumes, commitment letters, etc.). **Do not attach anything more than what is needed to support the grant application.** Excess content resulting from an unacceptable font, excess pages, or unacceptable attachments will be disregarded by the readers.

_____ **Cover Sheet** (Attachment 4) -- A cover sheet should be the first page of the TN Training Grant application.

_____ **Application for Federal Assistance** (Complete enclosed Application for Federal Assistance Packet)

- * Application for Federal Assistance, SF-424 -- This is a required standard form for applications submitted for Federal assistance.
- * Budget Information form, SF-424A -- Budget estimates show how the grant money will be spent, if awarded, by the State agency or by each State in a coalition of States, if applicable. State agencies will be required to account for the TN Training Grant funds separately from other Federal funds.

Approved TN Training Grant funds must be obligated and expended in accordance with the amounts indicated on the Budget Information form, SF-424A and must reflect any adjustments made in the approval notification. Indirect costs at the State's approved rate will be allowable under this grant, however, the charging of such costs may not exceed the total grant award amount. **Please note that the submission of an approved indirect cost rate plan is required if indirect costs are charged to the TN Training Grant.**

- * Assurances/Certifications -- Applicants are required by statute to provide the following forms:
 - Assurances - Non-Construction Programs, SF-424B
 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters, AD-1047
 - Certification Regarding Drug-Free Workplace Requirements, AD-1049
 - Certification Regarding Lobbying

_____ **State Profile** (Attachment 5) -- The State Profile requests basic information about the State agency. A State Profile must be submitted for each applicant State agency, including those applying for a TN Training Grant as part of a coalition.

_____ **Technical Proposal Summary** (Attachment 6) -- The Technical Proposal Summary requests a brief synopsis of the total training project.

_____ **Technical Proposal** -- The proposal should include a description of the behavior oriented strategy or strategies to be addressed (each strategy addressed must be clearly identified), the proposed project approach, the rationale for it, the specific project objectives, and if applicable, how many people will be trained. Objectives should be measurable and commensurate with the requested budget and timeline. Further, the proposal should address each of the technical evaluation criteria listed in Attachment 2. Instructions for completing the technical proposal are:

- * Length Limitation -- The maximum acceptable proposal length is 15 single-sided, 8½ x 11” pages (not including required budget forms and other specified documentation sheets, memoranda of understanding, agreements, or resumes.) Conciseness is appreciated. If you can write what you need to say in less than the number of pages allowed, please do so.
- * Page Format -- Top, bottom, left, and right margins must be 1 inch minimum. Use a 12 point font that does not exceed 6 lines per inch. Text cannot be in column format and pages must be clearly numbered. Applications that are difficult to read may have a negative influence on readers.

_____ **Detailed Itemized Budget** -- A detailed itemized budget is required with supporting narrative and justification for each budget category. The budget justification must provide detailed summaries which clearly itemize the costs associated with the respective line-item. For example, for "travel" list total costs of all travel paid with TN Training Grant funds and itemize costs by number of individuals traveling, number of trips involved, lodging, per diem, mileage, etc. Another example would be when providing a breakdown of personnel charges, identify personnel by title and name (if known), percentage of time allocated to the project, the individual annual salaries or a pro-rated amount. Please indicate if fringe benefits are to be treated as part of an approved indirect cost rate.

3. Original must be ready for copying, that is single-sided, unstapled, unbound and on 8½ x 11” paper. Do not use binders, covers, flat folders, sleeves, or cover letters.
4. Submit applications for States applying as a coalition in a single envelope or packet.

5. Applications must be delivered to the Food and Nutrition Service, USDA on or before **April 13, 2001**. Applications will be accepted until 5:00 p.m. on April 13, 2001. Provide an **original** and **two copies** of each application. Please reproduce copies on white paper. Datafax and/or e-mail of the application is **not** acceptable. Applications should be delivered or mailed to:

Diane Kriviski, Grants Management Specialist
Food and Nutrition Service, USDA
Grants Management Division
Team Nutrition Training Grants
3101 Park Center Drive, Room 738
Alexandria, VA 22302

All questions regarding the application should be referred to Diane Kriviski (703) 305-2049. For clarification questions, whether technical in nature or relating to the application procedures, oral responses via telephone will be given.